VETERANS MILLENNIUM HEALTH CARE AND BENEFITS ACT

HEALTH ELIGIBILITY CENTER

MILITARY SEXUAL TRAUMA (MST)

USER MANUAL

Patch IVMB *2*595

February 2002

Department of Veterans Affairs
V*IST***A** System Design & Development

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Revision History

Note: The revision history cycle begins once changes or enhancements are requested to the user manual.

Date	Description	Author
12/18/01	First draft	Karen Stella
1/15/02	Updated based on team feedback	Karen Stella
1/28/02	Updated MST Inquiry Report instructions.	Karen Stella
1/29/02	Updated MST national Report instructions.	Karen Stella
1/30/02	Added mail group name to MST National Report instructions.	Karen Stella
3/29/02	Revised MST National Report mail group name per email discussion	Karen Stella
3/29/02	Added warning statement to National Report	Chintan Naik

Introduction

Overview

The scope of the Military Sexual Trauma (MST) portion of the Veterans Millennium Healthcare and Benefits Act (a.k.a. Mill Bill) is to support the screening of veterans for MST, identify non-Veterans Administration workload associated with MST, and to enhance national MST reporting. This effort will impact Fee Basis, Women's Health (WH), Health Eligibility Center (HEC/Enrollment), Clinician Desktop, Patient Information Management Systems (PIMS), the Corporate Databases, and VistA software packages.

The enhancements will provide a means for identifying non-VA MST workload in the Fee Basis application, clinical reminders to clinicians, and specifications for the VA and non-VA workload reports to be generated at the Austin Automation Center (AAC). Also, PIMS and HEC will manage the MST status sharing between sites to minimize the instances in which a veteran is repeatedly asked about MST status. HEC will act as the authoritative database source.

Purpose

The purpose of this user manual is to provide instructions for HEC management staff members who will be using the reports options exported with Patch IVMB*2*595.

Related Manuals

The following related manuals are also being released with Patch IVMB*2*595:

File Name	Manual Name	Description
IVMB_2_P595_UM	User Manual	Provides instructions for using the user menus / options exported with Patch
IVMB_2_P595_UM	Technical Manual	Provides technical information for technical staff who are responsible for implementing and maintaining the

Using the Software

Accessing the Software

1. DCD Contact Representative Menu
2. Reports
3. Management Reports
4. MST Reports

```
DCD Contact Representative Menu

              E L I G I B I L I T Y & E N R O L L M E N T

                           - M  E  N  U -


   1      Current Workload ...
   2      Inquiries/Miscellaneous ...
   3      Reports ...
   4      HINQ User Menu (Version 4.0) ...
   5      DCD VIVA Master Menu ...
   6      Service Center Menu ...
   8      Error Processing Tool ...
   7      Query Site for data update
   7      Reopen Primary Test
   8      Delete Site-Conducted Primary Test
   10     Purple Heart Processes ...
   11     Ineligible Discrepancy Review Report

Select DCD Contact Representative Menu Option: 3  Reports

              E L I G I B I L I T Y  &  E N R O L L M E N T

                           -R E P O R T S-


   1      Closed Cases
   2      Open Cases
   3      Suspense Listing
   4      Case Workload
   5      Expirations Due
   6      New Cases
   7      Confirmed Cases
   8      Count of Open Cases by CR
   9      Count of Closed Cases by CR
   10     Correspondence Menu ...
   11     Management Reports ...
   12     Invalid Status/Reason Report
   13     Address Update Statistics by CR
   14     Close Cases By Date Range
   15     Purple Heart User Reports ...

Select Reports Option: 11  Management Reports
```

```
   1      Transmission Options ...
   2      Workload Options ...
   3      External Options ...
   4      Adjudication Options ...
   5      IAD/CAD Options ...
   6      Signed Means Test ...
   8      NTR Reports ...
   9      MST Reports ...

Select Management Reports Option: 9  MST Reports


   1      MST Inquiry Report
   2      MST National Report

Select MST Reports Option:
```

MST Reports Menu

MST Inquiry Report

Before you start, please note:

You must have the IVMD MGT RPT security key to use this option!

Use this option to

Generate a summary of all veterans who have a MST Status recorded with a MST Status Date that falls within the user-specified reporting period. You can choose to view the report by veteran or by site. The output includes the following :

- SSN and name of veteran
- MST status
- MST date
- Site(s) updated
- Current site is indicated in the HEC MST Veteran Report if multiple sites were updated for the specified veteran(s).
- Number of MST veterans at each updated site
- Grand total of unique veterans (HEC MST Veteran Report only)

How to use this option

1. At the "Start with Date:" prompt, enter the beginning date for the report.
2. At the "End with Date:" prompt, enter the ending date for the report.
3. Select whether to view the report by veteran or site. If you chose to view the report by veteran, go to Step 4. If you chose to view the report by site, go to Step 8.
4. At the "View report by (V)eteran or (S)ite?" prompt, enter "V" to generate the HEC MST Veteran Report.
5. At the "Select SSN:" prompt, enter the veteran's name or SSN. This prompt will repeat, allowing you to select multiple veterans, until you press the Enter key without entering a response.
6. A notice will be displayed advising that the generation of this report could take a long time and recommending that you queue the report to print on a device other than your screen.
7. At the "DEVICE: HOME//" prompt, enter "Q" to indicate that you want to queue the report to print at another time. The prompt will repeat to allow you to enter a device name. You will also be prompted to enter a time to start the print job.
8. At the "View report by (V)eteran or (S)ite?" prompt, enter "s" to generate the HEC MST Site Report.
9. At the "Select Site:" prompt, enter the station name, number, or location of the first site to include in the report. After you select the first site, the "Another Site:" prompt appears. This prompt will repeat, allowing you to select multiple sites, until you press the Enter key without entering a response.
10. Follow Steps 6 and 7 to print the report.

Sample Output 1 – HEC MST Veteran Report

This sample output assumes that you chose to view the report by veteran.

```
HEC MST VETERAN REPORT                                          Page:   1
Dec 14, 2001 THRU Jan 04, 2002

SSN:            NAME: LAST/FIRST        MST STATUS    MST DATE    SITE UPDATED
388-90-1002     SIRCO,BALDWIN               U       Dec 27, 2001  605 CURRENT
                                            U       Dec 20, 2000  442

467-60-9198     WILSON,SAMMIE                ****** NOTHING TO REPORT ******


NUMBER OF VETERANS FOR SITE 442: 1
NUMBER OF VETERANS FOR SITE 605: 1
TOTAL NUMBER OF UNIQUE VETERANS: 2
```

MST Reports Menu
MST National Report

Before you start, please note:

- You must have the IVMD MGT RPT security key to use this option!
- You must be a member of the VHA CO MST mail group to receive a copy of the report output via Exchange mail!
- There is the possibility that the numbers included in the summary report could slightly change between reporting periods if veterans' MST statuses change.
- The output is sorted by MST Status and veterans' gender.

Use this option to

Generate a summary report that provides the number of veterans who have an MST Status with an associated MST Status Date that falls within the selected reporting period. The output is sorted by MST Status; within each status, counts are provided for each gender (male, female, other, unknown).

How to use this option

1. At the "Run report by:" prompt, enter the reporting period. You can choose from the following:

Reporting Period	Output includes
Monthly	• Monthly total by gender for each MST Status • Monthly total for each MST Status • Fiscal year to date totals for each MST Status
Quarterly	• Quarterly total by gender for each MST Status • Quarterly total for each MST Status • Fiscal year to date total for each MST Status
Fiscal Year	• Fiscal year total by gender for each MST Status • Fiscal year to date total for each MST Status
Date Range	• Total by gender for each MST Status in the specified date range • Date range total for each MST Status in the specified date range

2. For Monthly, Quarterly, and Fiscal Year ranges, you will be prompted to select a fiscal year. For Date Range, you will be prompted to enter specific start and end dates.
3. At the "Requested Start Time: NOW//" prompt, enter the date and time that you want to generate the report.
4. The report will be queued to run on the date and time you specified.
5. The output will be sent to the members of the VHA CO MST mail group via Exchange mail.

Sample Email Output

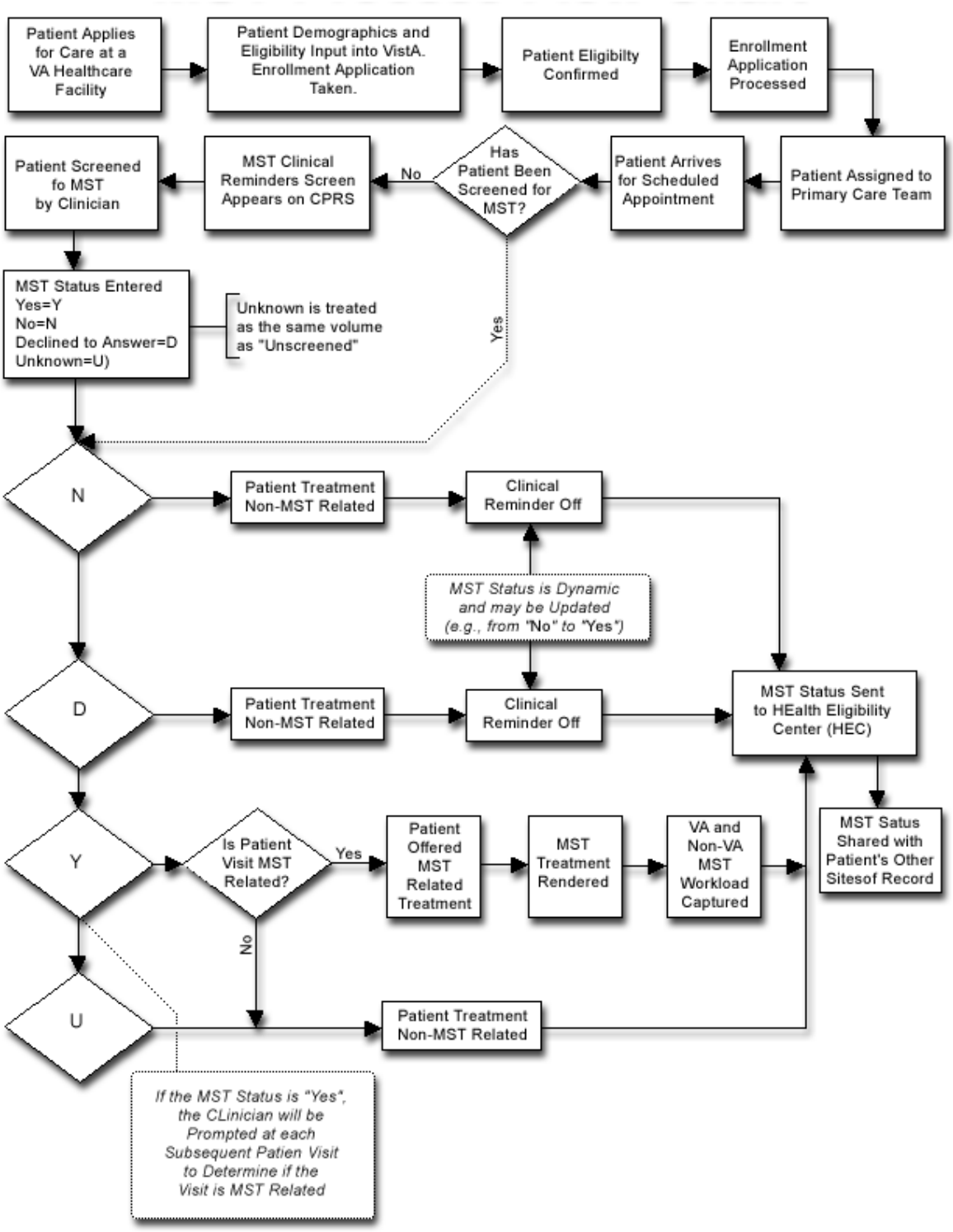
For the purpose of this sample output, the user chose to run the report quarterly for Fiscal Year 2002.

```
This report will provide a summary of all veterans who have a MST Status
recorded with a MST Status Date that falls within the user-specified reporting
period. There is the possibility that the numbers included in the summary
report could slightly change between reporting periods due to Veterans
changing their MST Status.

Gender designations are: M (Male), F (Female),O (Other), U (Unknown)

                              MST NATIONAL REPORT
                              ===================
QUARTERLY REPORT - FISCAL YEAR: 2002
====================================

                                        =====GENDER=====
QTR.   MST STATUS                       M    F    O    U   TOT/QTR.  TOT/FYTD
================================================================================

1 (Oct - Dec)
=============
       YES - REPORTS MST               30   37    0    0      67        67
       NO - DOES NOT REPORT MST         2   31    0    0      33        33
       SCREENED - DECLINDED TO ANSWER   2    0    0    0       2         2
       UNKNOWN - NOT SCREENED           5    1    0    0       6         6
2 (Jan - Mar)
=============
       YES - REPORTS MST                0    0    0    0       0        67
       NO - DOES NOT REPORT MST         0    0    0    0       0        33
       SCREENED - DECLINDED TO ANSWER   0    0    0    0       0         2
       UNKNOWN - NOT SCREENED           0    0    0    0       0         6
3 (Apr - Jun)
=============
       YES - REPORTS MST                0    0    0    0       0        67
       NO - DOES NOT REPORT MST         0    0    0    0       0        33
       SCREENED - DECLINDED TO ANSWER   0    0    0    0       0         2
       UNKNOWN - NOT SCREENED           0    0    0    0       0         6
4 (Jul - Sep)
=============
       YES - REPORTS MST                0    0    0    0       0        67
       NO - DOES NOT REPORT MST         0    0    0    0       0        33
       SCREENED - DECLINDED TO ANSWER   0    0    0    0       0         2
       UNKNOWN - NOT SCREENED           0    0    0    0       0         6

   *** WARNING ***
   This message was system generated, Please DO NOT reply to this message.
   If there are any questions regarding this report, please direct them to
   Amy Street, Connie LaRosa or Sherri Bauch.

                          * * * END OF REPORT * * *
```

Glossary

Acronym	Description
AAC	Austin Automation Center
DCD	Data Capture Division
HEC	Health Eligibility Center
MST	Military Sexual Trauma
SSN	Social Security Number
VA	Veterans Affairs
VAMC	Veterans Affairs Medical Center
VHA	Veterans Health Administration
V*IST***A**	Veterans Health Information Systems and Technology Architecture

Appendix A - MST Process Flow Diagram



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